



Non-Merit Job Vacancy Announcement

ADMINISTRATIVE BRANCH MANAGER

Pay Grade:	16	Position Type:	Full Time
Salary or Range:	\$3,553.88 - \$4,707.96	Work Schedule:	Monday - Friday
FLSA Designation:	Exempt	Work Week:	37.5 Hours

Agency: Department Of Military Affairs - Appalachian Challenge Academy
Work Address: 465 Grays Drive, Grays Knob, KY 40829
Work County: Harlan

AGENCY COMMENTS:

This position is an Unclassified, Non-Merit, Non-Chapter position under KRS 36.040(1)(r).

DESCRIPTION OF JOB DUTIES:

Supervises and coordinates all activities of the Corps of Cadets, Cadre and staff directly involved in cadet supervision; has primary responsibility for leadership/followership, discipline, rewards, promotions and punishments in a cadet effort; manage and supervise all aspects of corps of cadet life at Academy; implement general training plans, external cadet activities and field trips; investigate all cadet infractions and potential criminal activities, impose punishments and recommend dismissal of cadets; ensure consistent discipline in Academy; manage manning associated with cadet operations to include advertising, selecting, hiring and shift supervisors; recommend training and approve work schedules; monitor all required cadet and staff reporting in DMARS ensuring all elements are accurate and timely; manages external activities relating to Service to Commonwealth (STC) by all elements; schedules events, transportation and meals to conduct major off site STC events; works with other national Youth Challenge programs in the development and implementation of new cadet interaction efforts; serves as primary member of the Academy Management team; performs other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have five years of professional administrative experience.

Substitute EDUCATION for EXPERIENCE:

A master's degree in public or business administration or a related field will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Additional administrative or research experience will substitute for the required education on a year for year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

None.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

BENEFITS: *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

HOW TO APPLY / APPLICATION PROCESS:

(DEADLINE: 6/12/2017)

[Posted on: 6/2/2017]

Applicants must create a state application by clicking on the COS Website listed below. Once your application has been created, please email your state application to Crystal Simpson before the closing date listed on the job announcement.

****Applicants will NOT apply online through the COS website.

COS Website

<https://sjobs.brassring.com/TGWebHost/home.aspx?partnerid=20101&siteid=5031>

Contact Name: Crystal Simpson

Contact Method: 502-607-1541 or
crystal.l.simpson10.nfg@mail.mil

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